

# KENTUCKY



## L S T A



# 2012

# ANNUAL PROGRAM

Kentucky Department for Libraries and Archives  
Wayne Onkst  
State Librarian and Commissioner





## **Kentucky Department for Libraries and Archives**

### **Mission Statement**

The mission of the Kentucky Department for Libraries and Archives (KDLA) is to support and promote access to library services and to ensure that documentation of government activities is created, preserved and made available for public use.

KDLA has prepared a 2008-2012 Five-Year Plan for the use of federal funds made available from the Institute of Museum and Library Services under the state-administered Library Services and Technology Act (LSTA) to strengthen the efficiency, reach, and effectiveness of library services in Kentucky. This Annual Program provides the plan of action for the use of federal funds in addressing the following four categories of library needs during the 2010 federal fiscal year.

#### **Access to Information and Resources:**

The citizens of Kentucky face many barriers in obtaining access to information and resources they need in their everyday lives. Barriers may be economic, educational, or geographic and are most evident in the rural areas of the state. As a significant percentage of the population does not live within a metropolitan area, access to traditional library resources and services is limited. The people of Kentucky need free and full access to information and resources, in multiple formats, and provided through the library system.

#### **Technology and Electronic Linkages:**

The citizens of Kentucky need the ability to receive reliable information in an expedient manner from many different sources. Libraries need to have state of the art technologies, and the ability to maintain connectivity with each other and KDLA.

#### **Library Programming and Services:**

Libraries not only serve individual needs, but also provide a sense of community and climate of lifelong learning. Many libraries in Kentucky lack the resources to provide the types of library programming and services that would enable them to meet the educational, social and informational needs of their customers. Libraries need financial and expert professional support to meet these needs within their own communities. In addition, libraries need to ensure that patrons with special needs are able to fully access library services.

#### **Continuing Education and Professional Development:**

The citizens of Kentucky need libraries that have qualified, competent, professional employees to assist them with their information and resource needs. Libraries need professionally trained librarians to lead them in providing a higher level of service. Kentucky has ranked 35<sup>th</sup> in the nation for the number of librarians with accredited Master of Library Science degrees for three years, a significant improvement from FY2009, where the state ranked 43<sup>rd</sup>. Similarly, library staff need on-going training opportunities to increase their knowledge and skills in order to perform their job duties in a manner that serves the public interest and provide excellent customer service.

Projects in the Annual Program are developed with, and are subject to, LSTA Guidelines and Certification, and the KDLA Policy and Procedures Manual for Federal and State Grants.



## FY 2012 LSTA PROJECTS

### 2012 Annual Program

### Mission and Introduction

#### **Goal 1: Access to Information and Resources**

#### **Page**

1A	State Electronic Records Initiative	1
1B	Kentucky Guide Program	3
1C	Digitization Project	7
1D	Collection Access and Management	9
1E	State Library User Services	13
1F	Support for Library Consortia	17

#### **Goal 2: Technology and Electronic Linkages**

2E	Information Technology Infrastructure Support	21
----	---	----

#### **Goal 3: Library Programming and Services**

3B	Kentucky Talking Book Library	25
3C	Children and Young Adult Programs Support	29
3C-A	Preventing Summer Reading Loss – Fueling the Mind	33
3C-B	Prime Time Family Reading Time ®	35
3D	Adult Programs Support	39
3E	Library Outreach Support	43

#### **Goal 4: Continuing Education and Professional Development**

4A	Continuing Education for Public Library Staff	45
4B	Continuing Education for KDLA Staff	49

ADM	LSTA Administration	51
-----	---------------------	----

2012 Budget Summary	53
---------------------	----



**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$60,000**

**Project #: 1A**

**Project Title: CoSA State Electronic Records Initiative - Phase II**

**KDLA Project Monitor: Barbara Teague**

**Needs Assessment: LSTA Five-Year Plan Evaluation**

**Secondary Needs Assessment: KDLA Strategic Plan**

**Number of Persons To Be Served: 65,000**

**KDLA Based ☒ Type of Libraries to be Served: Multi-Type**

**Subgrant ☒**

**SUBGRANT INFORMATION**

Library Name: Council of State Archivists

Project Director: Victoria Irons Walch

Telephone Number: 319-338-0248 Fax Number: 319-354-2526

Website Address: http://www.statearchivists.org

Library Address: 308 Burling Street #189, Iowa City, IA 52240

**LSTA Purpose**

Library technology, connectivity, and services

**State Five-Year Plan**

Goal 1: Access to information and resources

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Provide tools for the future

**Primary Users**

Adults

Library staff

Statewide public

**Primary Services**

Digitization and digital library projects

Information access and services

Virtual library services

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

The Kentucky Department for Libraries and Archives and the Council of State Archivists (CoSA) will join efforts to analyze the survey results gathered by the Indiana State Library, Indiana State Archives, CoSA, and other partners from an Indiana LSTA grant that surveyed the status of state electronic records programs in the State Electronic Records Initiative (Phase I).

### **Needs Assessment**

Survey results compiled during SERI Phase I, sponsored by the Council of State Archivists, the Indiana State Library, and Indiana State Archives, require further examination to fully analyze the survey results and determine what measures are necessary to assist state government archives in creating or sustaining electronic records program. The compilation of extensive reports and analysis will assist the SERI initiative in moving forward to develop electronic records recommendations.

### **Proposed Activities to Address Identified Need**

The State Electronic Records Initiative (SERI) steering committee will compile and analyze the results from Phase I of the survey, evaluate challenges that face states in implementing electronic records programs, identify successful programs and models, and ultimately develop recommendations that can be implemented in Kentucky and nationwide.

### **Outcome**

State and territorial government records programs will have a better understanding of how to develop, maintain, and strengthen preservation and access to electronic government records. Model electronic records programs will be identified. This project will help change the status of electronic records programs in all the states and territories, and will help provide access to government records.

### **Key Project Output Targets**

- By the end of the grant reporting period, a final report of the initial survey will be distributed to all state and territorial government records archives
- By the end of the grant reporting period, a draft maturity model for state government electronic records programs will be distributed to all state and territorial archives.

### **Key Project Outcome Targets**

- State and territorial government records archivists will be more aware of how their peers are managing electronic records in their institutions and gain a better understanding of the resources available to them regarding electronic records programs
- State and territorial government records archivists will be able to use a maturity model and procedural guide to gauge their progress in developing an electronic records program.
- State and territorial archivists will work collaboratively to seek solutions in creating, maintaining, and improving electronic records programs.
- State and territorial government records archivists will be better prepared to justify the resources necessary to create, maintain, and improve electronic records programs in government archives.

### **Project Documentation and Reporting**

Grant recipient will submit quarterly and final status reports on project activities. The project monitor will submit a final project status report.



**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$76,889**

**Project #: 1B**

**Project Title: Kentucky Guide Program**

**KDLA Project Monitor: Valerie Edgeworth**

**Needs Assessment: LSTA Five-Year Plan Evaluation**

**Secondary Needs Assessment: KDLA Strategic Plan**

**Number of Persons To Be Served: 50,000**

**KDLA Based ☒    Type of Libraries to be Served: Multi-Type                      Subgrant ☐**

**LSTA Purpose**

Library technology, connectivity, and services

**State Five-Year Plan**

Goal 1: Access to information and resources

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Sustain our cultural heritage

**Primary Users**

Library staff and volunteers

Statewide public

**Primary Services**

Cultural heritage programs

Information access and services

Virtual library services

**Start Date: 10/01/11**

**End Date: 09/30/12**

## **Project Purpose**

To promote the use of Kentucky's archival and manuscript primary source collections housed in historical records repositories throughout the state by creating bibliographic descriptions for these records and making them accessible through the KDLA website.

## **Needs Assessment**

KDLA receives almost 14,000 customer requests annually for use of archival materials housed at the state archives. Although bibliographic records for many archival series, or aggregates, are available through the KDLA catalog, information about each item in a series is available only in paper finding aids, and sometimes only in paper finding aids that only KDLA staff can comprehend.

An online survey of customers during FY10 contained several comments concerning the need for online access to KDLA's microfilm finding aids for archival research. Most microfilm finding aids for archival material are only available in paper format and may be used only by customers who make on-site research visits to KDLA. For on-site visitors, use is difficult; for those doing research off-site, the finding aids are not even available. These finding aids should be made accessible to customers for use on the web, rather than limiting use to KDLA's hours of service. Conversion of the finding aids will also make them easier to use and maintain for future updates.

There is high demand for access to the holdings of the Kentucky State Archives, with over 3,000 web searches for archival materials in the KDLA catalog per month, on average, and numerous e-mails to the webmaster and other staff members about information that is not available. Many of the collections included in the Kentucky Guide portion of the KDLA catalog are cataloged minimally by the institutions that hold them. Even if the materials are cataloged, researchers may not know in which repositories these unique materials are held. The catalog is not complete, however, as bibliographic descriptions have been entered in the catalog for only around half of the materials surveyed. About 65% of the KDLA archival holdings have been entered in the catalog. About 85% of the holdings of other Kentucky archival and manuscript repositories have been cataloged.

The Kentucky Virtual Library (KYVL) and the Kentucky State Historical Records Advisory Board (SHRAB) rely heavily on the Kentucky Guide Program catalog. KYVL uses the Guide Program catalog when evaluating possible digitization projects. The SHRAB also refers to the Guide Program Catalog when assessing grant proposals and in monitoring its strategic plan. The Kentucky Guide Program is a fundamental communication vehicle between the state library and archives and repositories throughout the commonwealth.

The National Union Catalog of Manuscript Collections (NUCMUC), a program of the Library of Congress, refers Kentucky institutions to the Kentucky Guide Program for inclusion of bibliographic records for archival and manuscript material located in Kentucky institutions. It is NUCMUC policy not to include descriptions from states that have a statewide catalog, but to require that the statewide archival catalog handle that data. Therefore it is essential that the work of the Kentucky Guide Program be completed to fulfill NUCMC's union catalog commitment.

### **Proposed Activities to Address Identified Need**

LSTA funding will provide the salary for the Kentucky Guide Librarian.

Conversion of microfilm finding aids for an additional thirty Kentucky counties whose microfilm collections have been appraised using the oXygen XML editor and the Archivists Toolkit open source software will continue.

The Kentucky Guide Librarian will offer the Basics of Archives training for individuals working in historical records and serve as liaison between archival repositories and the SHRAB.

The Librarian will edit and update previously cataloged records, review the Kentucky Guide search page within the KDLA catalog for efficiency and ease of use, and coordinate standardization with participating libraries and repositories. Reappraised microfilm finding aids will also be converted to a searchable online format for inclusion in the KDLA catalog, and training will be offered for individuals working in repositories to assist with cataloging and collection maintenance. Partnership activities with SHRAB will provide archival outreach services and support Kentucky's Annual Archives Month.

### **Outcome**

Users will be able to access item level finding aids for KDLA's archives research room microfilm collection through links in the KDLA Catalog, giving customers access to specific materials. Continued work on the Kentucky Guide will also extend the availability of this information to customers around the world, increasing availability far beyond walk-in customers who are using the material in paper format now.

Users will find the more comprehensive results in the KDLA catalog, as it continues to grow and becomes more comprehensive, with more descriptions of Kentucky archival and manuscript material being added to the database. More groups and institutions, including the Kentucky Virtual Library, the Kentucky State Historical Records Advisory Board, and the libraries and repositories whose holdings are described in the catalog, will use information from the catalog. The Social Media efforts will allow KDLA to reach out to new customer groups that may have previously been unaware of the services offered by the Kentucky Guide Program.

### **Key Project Output Targets**

- At least twenty new entries will be added to the Kentucky Guide portion of the KDLA catalog.
- At least 285 records will be standardized in the Kentucky Guide portion of the KDLA catalog.
- Electronic finding aids for at least thirty Kentucky county microfilm collections will be created and added to the Kentucky Guide portion of the KDLA catalog.
- At least three site visits to participating and / or new repositories will be conducted.

### **Key Project Outcome Targets**

- The number of customers using the Kentucky Guide will increase by 75%.
- The number of KYVL users of the Kentucky Guide will increase by 15%.

### **Project Documentation and Reporting**

Statistical reports will provide data from several sources. An online survey will be conducted in order to assess the satisfaction and additional needs of the catalog users. The project monitor will submit a final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$10,200**

**Project #: 1C**

**Project Title: Digitization Project**

**KDLA Project Monitor: Tim Tingle**

**Needs Assessment: LSTA Five-Year Plan Evaluation**

**Secondary Needs Assessment: KDLA Strategic Plan**

**Number of Persons To Be Served: 20,000**

**KDLA Based ☒    Type of Libraries to be Served: Multi-Type                      Subgrant ☐**

**LSTA Purpose**

Library technology, connectivity, and services

**State Five-Year Plan**

Goal 1: Access to information and resources

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Sustain our cultural heritage

**Primary Users**

Library staff and volunteers

Statewide public

**Primary Services**

Cultural heritage programs

Digitization and digital library products

Information access and services

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

To expand customer access and use of historically and culturally significant original source material by creating digital images of KDLA's special collections and archival materials, and making them available through the KDLA website.

### **Needs Assessment**

Historians, students, public officials, authors, attorneys, genealogists, and ordinary citizens need access to a wide variety of resources in order to fulfill their information needs. As the central repository for Kentucky, KDLA has a responsibility to make its special collections and historically significant resources available online to its customers.

### **Proposed Activities to Address Identified Need**

The creation of digital surrogates of original special collection materials and the online presentation of this digital content will expand Kentucky's cultural heritage digitization infrastructure. Selected historical documents will be digitized, described at the item level and linked to KDLA OPAC, and made available in the KDLA e-Archives.

Photographic prints, videotapes, films, audiotapes, slides and negatives, topographic maps, former governor's papers, 19<sup>th</sup> century court case files, and Writer's Project records will be digitized during FY 2012.

### **Outcome**

Users will have their information needs met by greater access to digital content. Users will be satisfied with results found through the KDLA catalog. Researchers across the state will benefit from information added to the catalog.

### **Key Project Output Targets**

- At least 100 rolls of microfilm of Will Books from ten of the oldest counties in Kentucky, including Bourbon, Christian, Franklin, Knox, Lincoln, Madison, Mason, Mercer, Nelson, and Woodford; covering the formation of the county through the early 20<sup>th</sup> century will be scanned and indexed.
- At least twenty-five rolls of microfilm of World War I service cards will be scanned and indexed.
- At least 130 folders of former Governors James Garrard and Christopher Greenup's papers will be scanned, microfilmed, and indexed.

### **Key Project Outcome Targets**

- Survey results will show at least an 80% satisfaction rate with the accessibility of digitized original source, historical materials listed in The Kentucky Guide.
- At least 50% of materials selected for digitization will be scanned, filmed, and indexed online.

### **Project Documentation and Reporting**

Statistical reports will provide data from several sources. An online survey will be conducted in order to access the satisfaction and additional needs of the catalog users. The project monitor will submit a final project status report.

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$349,760**

**Project #: 1D**

**Project Title: Collection Access and Management**

**KDLA Project Monitor: William Shrout**

**Needs Assessment: State Library Reference/Research Services**

**Secondary Needs Assessment: Public Library Services Forums**

**Number of Persons To Be Served: 360,000**

**KDLA Based ☒ Type of Libraries to be Served: Multi-Type**

**Subgrant ☐**

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 1: Access to information and resources

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Library staff and volunteers

Statewide public

**Primary Services**

Continuing education for the public

Information access and services

Interlibrary loan

**Start Date: 10/01/11**

**End Date: 09/30/12**

## **Project Purpose**

To create access to informational resources in a variety of formats and to respond to the educational, recreational, and informational needs of Kentucky libraries and individuals.

## **Needs Assessment**

Through surveys and focus groups, Kentucky public libraries continue to express the need for assistance in supporting their communities' continuing education and lifelong learning objectives. As budget concerns and costs increase, it is essential that local libraries provide unique services to an increasingly diverse population and accurate information for decision makers. Access to library resources is growing progressively more important.

Libraries need assistance with programming, cataloging, processing, and library resource sharing. Many library staff lack the knowledge, training, and access to tools necessary to create complete bibliographic descriptions of their collections. Library users need access to a greater variety of materials and publications to enable them to follow wide-ranging personal and professional interests. They need to know what materials offerings are available to them through the KDLA collections as supplements to their local library's offerings.

Through assessment instruments, state employees also expressed critical need for current training support materials, online training, and access to Kentucky State government publications. Kentucky state employees need informational resources to improve their work, fulfill training requirements, and to aid in career development goals.

To better serve the needs of libraries, individuals, and Kentucky state employees, there must be complete and accurate bibliographic descriptions of multi-type materials offered through KDLA's collections and the holdings information in the OCLC database. These need to be accessible at anytime, including remote locations. Linkages from the catalog to the full-text content of electronic resources must be available.

## **Proposed Activities to Address Identified Need**

Two groups of KDLA staff will meet monthly to select materials needed to fulfill State Library users' needs. One group will focus on quality large-print and kit materials and the other will focus on materials for Kentucky state employees. As selected materials are ordered, early acquisition records will be made available to the public through the online catalog. When materials are processed, KDLA staff will locate and create complete, full-level bibliographic records for materials, update holdings in the OCLC database, and add these records to the KDLA catalog. Complete online bibliographic descriptions, as well as online subject and genre access, will be available twenty-four hours per day. KDLA staff will work to create and update web resources that link web-based bibliographies and resource lists to appropriate materials represented in the KDLA catalog. To support project activities, seven KDLA staff will be partially paid with LSTA funds. An additional two staff will be paid entirely with LSTA funds.

Partnership activities with Kentucky Educational Television (KET) will provide video recordings available on loan through the State Library to support continuing education opportunities. To develop and sustain new and ongoing partnerships, research and training resources will be ordered, cataloged, and processed. KDLA will collect, prioritize, and house thousands of Kentucky state publications, both in print and electronic format, which will all receive full-level cataloging and archival processing. KDLA staff will identify materials for book discussion kits



and thematic kits for libraries throughout the state to help meet the needs of diverse user groups.

KDLA will act as the designated management agent for the Kentucky Union List of Serials (KULS). KULS provides Kentucky libraries access to current serials holdings information in an electronic environment and requests for interlibrary loans. KDLA will compile and maintain the serials union list database, develop training plans, and work with libraries across the state to effectively communicate and update their serials holdings information.

### **Outcome**

Library users, libraries, and Kentucky state employees will have uninterrupted access to the informational resources available at the State Library. Local library users will also have improved access to their library's resources through KULS.

### **Key Project Output Targets**

- At least 300 new media materials will be acquired, cataloged, and added to the KDLA collection, including 275 sound recordings, interactive computer programs, and other appropriate materials.
- At least 2,000 Kentucky state publications will be cataloged and processed.
- Materials for at least 150 new kits, including fifty large-print book discussion kits, sixty regular print book discussion kits, ten preschool children's thematic kits, ten young adult thematic kits, and ten adult thematic kits, will be selected and acquired.
- At least 1,200 volumes of large-print titles for rotating collection circulation will be processed.
- At least 4,000 union listing updates for KULS will be processed.

### **Key Project Outcome Targets**

- Researchers will access the expanded KDLA catalog at least 5% more often than federal year 2011.
- KDLA will show a 2% increase in the number of interlibrary loan requests filled over federal year 2011 and a 5% increase in the number of interlibrary loan requests for new or previously unavailable materials.
- General circulation of multimedia and kit materials will increase by at least 5% over federal year 2011.

### **Project Documentation and Reporting**

Statistical reports will be gathered from several sources. Interlibrary loan activity and general circulation of material will be measured by statistical reports from OCLC and the Voyager local library system. The level of user access to the KDLA catalog will be taken from the University of Kentucky's EastLib Hub Site statistical reports. Monthly and annual statistics will be collected and compiled by KDLA staff. The project monitor will submit a final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$406,878**

**Project #: 1E**

**Project Title: State Library User Services**

**KDLA Project Monitor: Keith Knox**

**Needs Assessment: Public Library Services Forums**

**Secondary Needs Assessment: Public Library Services Forums**

**Number of Persons To Be Served: 360,000**

**KDLA Based ☒    Type of Libraries to be Served: Public    Subgrant ☐**

**LSTA Purpose**

Library technology, connectivity, and services

**State Five Year Plan**

Goal 1: Access to information and resources

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Library staff and volunteers

Special needs persons

Statewide public

**Primary Services**

Information access and services

Interlibrary loan

Staff development, education, and training

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

To maintain a high quality collection of information resources in a variety of formats and appropriate equipment for use by State Library staff, public library staff, and state employees, for the purposes of reference and research, programming and customer needs, and continuing education and training needs, respectively.

### **Needs Assessment**

Public librarians need multimedia materials available in a variety of formats. Programming requests include media kits that incorporate diverse themes and content for preschoolers, developing children, teens, adults, and visually-impaired persons. The increased demand from public libraries and their customers requires a vast amount of resources and materials in various formats to satisfy expanding needs. In addition, Kentucky state personnel need a central collection of materials and information databases readily available for use in their daily work and service to customers.

Interaction between KDLA and public library programmers at the 2011 Kentucky Public Library Association (KPLA) Conference resulted in suggested themes for future kits and an assessment of current resources, programs and services and ways to improve them. This information along with surveys of Kentucky public libraries continue to denote a strong interest in adult regular print collections, audio book circulating collections, large-print book discussion kits, and developmentally appropriate kits for preschoolers and teens, with emphasis on adults and seniors.

Responses from the 2010 State Government Employee Audiobook and Video Survey revealed an increased demand for downloadable audios, including unabridged audiobooks. Current telephone and email responses of state agency personnel indicate a need for access to and more training in the use of online databases. There remains a steady growth in the demand for online tutorials, providing one-on-one online training sessions, and group presentations made in state agency offices.

### **Proposed Activities to Address Identified Need**

The State Library will use LSTA funds to support programming in Kentucky's public libraries for children, teens, adults, and challenged populations. Surveys, telephone interviews, emails, and face-to-face interaction with clients will enable the State Library to review and assess all levels of its programs and services.

The State Library will provide a more complete acquisition process, improved accessibility to state publications, and increased promotion and awareness of state publications. A strategy of evaluation and assessment will help KDLA staff respond to the evolving needs of customers. Technological equipment will be systematically updated to provide functional public access, and staff computer work stations will be upgraded to provide the best possible customer service. Four KDLA staff will be partially paid with LSTA funds.

Two Materials Selection Committees will convene monthly to select resources in a variety of formats and genres for State Library collections. With increased services and programs, particularly the additions of themed kits and audio books, public performance multimedia, and

electronic databases, the State Library will maintain and expand resources to provide quality service to both state employees and public libraries. A Joint Committee on State Documents will also meet monthly to make decisions regarding the acquisition, accessibility, and maintenance of state publications necessary to meet the informational needs of the public and preserve a historical record of the work of state agencies. To meet demand, profiles of public libraries with frequent customer requests will be utilized. KDLA staff will review public library interlibrary loan activities, specifically target those libraries receiving the type and genre of books in the regular and large-print circulating collection and thematic discussion kits, and make use of the data from those profiles to meet the specific needs of each individual library and its patrons.

To meet the growing need of public libraries for child and young adult text express kits, child and adult regular-print book discussion kits, and audio book collections, KDLA staff will maintain and inventory these materials, and deliver them to requesting libraries via interlibrary loan or direct mail. The State Library will ensure all technology, multimedia materials, and equipment is current and functional in order to provide quality service to client groups. Through partnership activities with Kentucky Educational Television (KET), the State Library will provide bibliographic access to donated child care provider certification curriculum and make those materials available on loan to support continuing education opportunities of child care providers.

Training and instructional materials in various formats will be purchased, with an emphasis on continuing education and lifelong learning for state employees. Pre-recorded sessions of live online trainings will be provided as an alternative to those who cannot fit classes into their daily work schedules. Online training will be developed and deployed to state employees and public library staff to instruct them in resource sharing, searching skills, KYVL databases, cataloging and other relevant topics, with evaluations administered after every activity. These findings will directly impact the content of future training sessions, conferences, forums, and events. Additional databases will be added, and existing software packages will be upgraded, to further increase the professional knowledge and skill of state employees which will enable them to provide quality service to citizens. At KPLA conferences, communication between KDLA staff and public library programmers will result in feedback regarding kits and suggested themes for future kits, including other KDLA programs and services. At all state agency sponsored events; the State Library will offer library cards to all participants.

### **Outcome**

Library users, libraries, and Kentucky state employees will have uninterrupted access to the informational resources available at the State Library. All State Library customers will receive quality reference service to satisfy their information needs thereby increasing their knowledge and enabling them to make informed decisions. Libraries throughout Kentucky will have access to a variety of high quality materials in all formats to serve their programming and customer demands. Public libraries will receive timely, accurate responses to their questions to better serve their customer's informational needs. Local library users will also have improved access to their library's resources through KULS.

### **Key Project Output Targets**

- At least 50,000 searches will be made in licensed databases
- At least twenty training events will be conducted by the State Library
- At least fifty large-print book discussion kits will be added to the collection
- At least sixty adult regular-print book discussion kits will be added to the collection
- At least twenty children and teen kits will be added to the collection
- At least ten adult program kits will be added to the collection
- The number of State Library cardholders will increase by at least 3% over federal year 2011

### **Key Project Outcome Targets**

- Circulation of the State Library's collections will increase by at least 3% over federal year 2011
- At least 90% of the reference/research customers surveyed will indicate satisfaction with their reference/research experience
- At least 95% of the public libraries surveyed using the large-print and audio book circulating collections will indicate satisfaction with the content and service
- At least 90% of returned kit evaluations will indicate satisfaction with the content and service

### **Project Documentation and Reporting**

Reports on collection building and collection usage will be collected from the Endeavor/Voyager system. Statistics will also be collected from vendors of electronic databases, delivery services, and State Library staff. The project monitor will submit a final project status report.

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$559,988**

**Project #: 1F**

**Project Title: Support for Library Consortia**

**KDLA Project Monitor: Charlene Davis**

**Needs Assessment: KDLA Strategic Plan**

**Secondary Needs Assessment: 2010 Training Needs Survey**

**Number of Persons To Be Served: 200,000**

**KDLA Based ☒    Type of Libraries to be Served: Multi-Type                      Subgrant ☐**

**LSTA Purpose**

Library technology, connectivity, and services

**State Five-Year Plan**

Goal 1: Access to information and resources

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Library staff and volunteers

Statewide public

**Primary Services**

Information access and services

Interlibrary loan

Staff development, education, and training

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

To provide support for collaborative efforts that serves the informational needs of both library staff and the citizens of Kentucky.

### **Needs Assessment**

Despite significant advances having been made in bringing real time access to information resources to libraries of all types, few if any, have achieved total independence in meeting informational needs of their various client groups. In these difficult economic times, it is even less likely. Therefore, the library community continues to be dependent on collaborative efforts to achieve optimum in service to its customers with minimum fiscal outlay. Successful participation for all stakeholders in such efforts is dependent upon effective central support and/or coordination.

In recent years, KDLA has partnered with the Council on Post-Secondary Education in the following collaborative efforts: Kentucky Learning Depot, Distance Learning Steering Team, Internet2 Committee and the Kentucky Virtual Library (KYVL.) KYVL is the provider of enhanced/expanded access to commercial licensed databases and has expanded electronic access to information resources unique to the Commonwealth. KYVL provides the courier service which delivers materials lent and borrowed by customers of libraries across the state. The State Library participates in many KYVL projects and serves on standing work groups and planning/implementation groups.

The involvement of the State Library in these efforts provides for two significant contributions. The more obvious one is the provision of tangible financial assistance and staff support and expertise. The less tangible one is one of advocacy for all libraries. While collaboration is crucial among libraries, the disparity among what the broad spectrum of libraries can bring to the table is great and the involvement of the State Library helps to ensure equity.

However, KDLA also has a commitment to participate in such collaborative efforts as an individual institutional library. Like a number of libraries across the Commonwealth, KDLA is a peer in the ExLibris Integrated Library System Consortia which provides access to collections at KDLA. This consortia, permits the agency to participate as an institution in a significant collaborative effort with academic and other special libraries throughout the Commonwealth. Libraries having chosen the ExLibris system are able to have their databases mounted on one of two servers serving the entire state and making them accessible to all citizens.

Customer surveys and focus groups have identified the areas of lifelong learning and technology as significant needs for customers of the State Library. Library patrons who have access to more information resources are better able to pursue wide-ranging personal and professional interests, as they pursue learning throughout their lives. Librarians also need technology-based training to assist them in providing information resources to their customers. The 2010 KDLA Librarian Training Needs Survey along with evaluations from previous class participants indicated training in resource sharing (interlibrary loan and cataloguing) and informational databases was a necessity.



Serials/journals are one of the most significant sources of current and timely information. However, the increasing cost of hard copy subscriptions, and/or access to electronic journals, continues to be prohibitive for many libraries. This is especially true for specialized titles and full-text articles. Access to commercial document delivery services is costly. Interlibrary loan becomes the option for obtaining print and/or older titles/issues that are not yet available electronically.

### **Proposed Activities to Address Identified Need**

KDLA will participate in the development, implementation, and expansion of collaborative activities benefiting libraries in Kentucky, as an administrative agent and peer. KDLA will manage and support the ExLibris Integrated Library System to provide greater access to collections housed at the State Library. ExLibris has a user-friendly OPAC interface and the capacity to provide access to all collections regardless of format and origin.

KDLA will continue partnership activities with the Council on Post Secondary Education in the following projects: Kentucky Learning Depot, Distance Learning Steering Team, Internet2 Committee, and the Kentucky Virtual Library.

KDLA will subsidize access to electronic information databases via the Kentucky Virtual Library (KYVL) for Kentucky Libraries to provide expanded and enhanced use of information databases. This partnership will ensure the maintenance and support of State Library collections and licensed electronic databases by authentication using the KYVL ExLibris Consortia. KDLA will manage the Kentucky Union List of Serials (KULS) which will provide Kentucky libraries access to current serials holdings information at OCLC and electronic submission of loan requests.

KDLA will coordinate and manage the Kentucky Resource Sharing Program Database on OCLC to provide for interlibrary loan activities for designated Lyrasis Group members. KDLA will plan, coordinate, and fund library staff training in expressed needs, such as resource sharing training related to interlibrary loan, cataloging, and KYVL database training. KDLA will plan, coordinate and fund library staff training based their expressed needs. LSTA funds will support one KDLA staff person.

### **Outcome**

Through the ExLibris Consortia, users will have improved and expanded access to materials in the State Library's collections at any time, from any location. Through the OCLC WorldCat Resource Sharing (ILL) project, customers will be able to obtain instant access to materials housed in facilities outside their geographic boundaries. The OCLC Union List of Serials will provide more current information about serial/journal holdings that will be used in interlibrary loan activities. The electronic databases provided through KYVL and KDLA will provide widespread access to all citizens. Additionally, through technology-based training, library staff will be better equipped to provide services related to resource sharing and database use.

### **Key Project Output Targets**

- 200,000 non-OCLC cataloguing institutions' records will be tapeloaded or ftp'd to the Kentucky OCLC database
- Provide support for resource sharing and cataloging training
- Conduct at least one comprehensive survey to determine our customers' training needs

- Provide general subsidiary funding and specific funding for additional database/s in the KYVL family
- Searches of the KYVL databases available 24/7 statewide to all Kentucky citizens will increase by 5% a year
- Resource sharing activities by all types of libraries will increase by 2% a year
- The number of visits to the KDLA 24/7 OPAC will increase by 5% a year
- Process at least 4,000 union listing updates
- Receive updates from at least twenty libraries
- Communicate to the State's libraries the information they need about serials union listing

### **Key Project Outcome Targets**

- 80% of the library staff attending resource sharing and cataloguing training will indicate via the evaluation tool that they feel more confident in offering technology based services to their customers as a result of their training

### **Project Documentation and Reporting**

OCLC will provide the project monitor with statistical data regarding records added to the Kentucky OCLC database and resource sharing activities. KYVL will provide the project monitor with statistical data regarding KYVL database usage. The ExLibris system and EastLib Hub Site will provide the OPAC usage data. Statistics will be collected regarding union listing additions and interlibrary loan activities. Participants of training sessions will be surveyed to evaluate effectiveness and success. The project monitor will submit a final project status report.

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$451,345**

**Project #:** 2E

**Project Title:** Information Technology Infrastructure Support

**KDLA Project Monitor:** Skip Hunt

**Needs Assessment:** LSTA Five-Year Plan Evaluation

**Secondary Needs Assessment:** KDLA Strategic Plan

**Number of Persons To Be Served:** 360,000

**KDLA Based** ☒    **Type of Libraries to be Served:** Public                      **Subgrant** ☐

**LSTA Purpose**

Library technology, connectivity, and services

**State Five-Year Plan**

Goal 2: Technology and electronic linkages

**IMLS Primary Performance Category**

Providing access to information, resources, and ideas

**IMLS Secondary Performance Category**

Provide tools for the future

**Primary Users**

Library staff and volunteers

People with special needs

Statewide public

**Primary Services**

Digitization and digital library programs

Information access and services

Technology infrastructure

**Start Date:** 10/01/11

**End Date:** 09/30/12

### **Project Purpose**

To provide the information technology infrastructure and telecommunications base for the State Library, information technology services for patrons of the State Library, including state employees and public libraries statewide, and the technology to support and ensure the success of all LSTA projects.

### **Needs Assessment**

LSTA projects administered by KDLA need a centralized technology infrastructure in order to realize their intended outcome. KDLA provides electronic information resources and services directly to customers, many of which access the State Library electronically through their local public library system. KDLA provides voice communications services to the benefit of State Library patrons and public library staff and their patrons.

Hardware and software upgrades and enhancements are needed to maintain the network infrastructure. It is necessary for the information technology infrastructure to be operated, maintained, and enhanced, as new technologies evolve which provide new levels of capabilities that allow staff to better serve their customers. KDLA serves as a resource and reference center for all libraries in the state and for citizens needing access to library and archival research and reference information. Past surveys indicate a critical need for libraries, librarians, and patrons to have the ability to readily and effortlessly access KDLA through telecommunication and technology.

### **Proposed Activities to Address Identified Need**

Through this project, electronic information resources and services will be delivered to the direct customers of KDLA and local public library systems. The technology infrastructure will provide local citizens a portal to the electronic information resources available at KDLA. Telecommunications support will provide access to KDLA staff through voice and data communication services.

Information Technology staff at KDLA will meet with LSTA project monitors at the beginning of the federal year to identify the needs of their specific areas. Staff will ensure that the activities within this project are aligned with those needs. This process will ensure that LSTA resources are maximized. Activities will include additions and enhancements to the data storage environment, PC and laptop upgrades to replace older models that are failing or do not have the capacity to run increasingly processor intensive programs, and network infrastructure improvements for wireless connectivity and increased bandwidth to support data-intensive traffic. LSTA will fund one Information Technology staff salary, equipment and software purchases, and travel expenses.

### **Outcome**

The needs of Kentucky's citizens will be met through the provision of technological and telecommunication resources necessary to support and provide library services. LSTA projects will be successfully completed in part by the centralized information technology infrastructure. Telecommunication services will result in a higher number of satisfied callers.

**Key Project Output Targets**

- At least 200 software license updates will be purchased to provide access to the most current software available
- At least eighteen computers and laptops will be upgraded with new systems to enhance services delivery of staff
- Server additions and storage system improvements will be made to provide additional storage and retrieval capacities of KDLA
- 100% of data communication transactions will be fulfilled

**Key Project Outcome Targets**

- 100% LSTA project monitors will report that the technology resources provided assisted them in successfully completing their projects.
- At least 80% of surveyed KDLA staff will indicate the information technology provided through this project enabled them to accomplish their work more efficiently.
- At least 85% of customers surveyed will indicate their telephone calls were answered in a timely and satisfactory manner.

**Project Documentation and Reporting**

KDLA staff will be surveyed at the beginning and end of the project year to determine technology needs and to evaluate the degree of success in meeting identified needs. A smaller number of random customers will be surveyed on the efficiency of their data transmission and transactions. The project monitor will submit a final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$436,445**

**Project #: 3B**

**Project Title: Kentucky Talking Book Library**

**KDLA Project Monitor: Barbara Penegor**

**Needs Assessment: Public Library Services Forums**

**Secondary Needs Assessment: Public Library Services Forums**

**Number of Persons To Be Served: 4,500**

**KDLA Based ☒    Type of Libraries to be Served: Public                      Subgrant ☒**

**LSTA Purpose**

Services for people having difficulty using libraries

**State Five-Year Plan**

Goal 3: Library programming and services

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

People with special needs

Senior citizens

**Primary Services**

Information access and services

Outreach services

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

To provide free public library service to Kentuckians who are unable to read standard print because of visual or physical disabilities.

### **Needs Assessment**

All Kentuckians should have access to reading materials through public libraries. Those who are blind and visually impaired cannot see traditional print books, and some with physical disabilities cannot hold a book or turn the pages. In order for reading material to be accessible to them, it must be offered in alternative formats, such as cassette, digital, or Braille.

Kentucky has the nation's third highest disability rate among adults ages 21-64. The 2008 Census and the Kentucky Office of the Blind affirm that there are as many as 134,394 blind or visually impaired people in Kentucky. Accordingly, Lighthouse International found that the number of people with serious uncorrectable vision impairment is growing as life expectancy increases.

Most public libraries do not have the financial resources to provide adequate services to disabled patrons who have trouble reading materials in printed format. The cost of purchasing audio books and/or playback equipment prevents most users and libraries from buying the, and the selection available for purchase is limited. The cost and limited availability of Braille books makes them harder to provide. Other factors that present this population from receiving adequate library service are lack of mobility and/or transportation, inaccessible library equipment, and lack of staff time and experience.

### **Proposed Activities to Address Identified Need**

The Kentucky Talking Book Library (KTBL), in cooperation with the National Library Service for the Blind and Physically Handicapped (NLS), will provide library service to patrons who cannot physically read print. This will include distributing books in Braille and on special-format cassette tape, on digital flash cartridge, and as downloadable digital and Braille books. Special playback equipment will be provided and all materials will be mailed through the U.S. Postal Service as free matter for the blind and physically handicapped. KTBL will provide other materials and services, such as magazines in accessible format, described movies on VHS and DVD, a newspaper reading service accessible by telephone, reference/referral services, and access to BARD (Braille and Audio Reading Download) through the NLS website. Librarians and staff will offer friendly, personalized service via telephone, email, and in person.

LSTA funds will provide salaries and benefits for the following staff:

1. A librarian to serve as both the KTBL supervisor and the NLS Regional Librarian; also serves as librarian to patrons whose last names begin with A-F
2. Two librarians to assist patrons with last names beginning with G-O and P-Z
3. Three administrative assistants who process books mailed to/from patrons, as well as incoming new books
4. A Volunteer Recording Program Coordinator to work with volunteers to produce Kentucky books in our office recording studios
5. An electronic technician to ship, inspect, repair, and manage machine inventory; also duplicates recorded books
6. An office clerk to assist with filing, telephone calls, entering book orders, and other clerical duties



Funds will also allow KTBL to purchase blank NLS flash cartridges and NLS-style mailing containers necessary to produce locally-recorded books in digital cartridge format and to convert older cassette books to digital format. With these supplies KTBL will be able to grant access to a wider selection of accessible books. KTBL will upgrade staff computers and its mail card printer which are essential to the library's core function.

### **Outcome**

Kentuckians with visual or physical disabilities will have access to the same kinds of reading materials as the general public, but in a format they can use. Readers will be provided with books and magazines in digital audio and Braille formats. Transition to digital books will continue; use of older cassette tapes will decline, but will still be available upon request. Patrons will receive digital players, and cassette players upon request. Users who have computers and internet access can download Braille or digital books and magazines. Patrons will have access to digital Kentucky books recorded in KTBL's studios; items not available through any other source. Outreach activities and materials will make more Kentuckians aware of this service and recruit new readers.

### **Key Project Output Targets**

- Talking book libraries will serve at least 4,500 patrons
- Talking book libraries will circulate at least 225,000 items
- Staff will conduct or participate in at least twelve outreach activities
- At least 1,500 playback machines and accessories will be distributed to users
- KTBL will produce and distribute an annual catalog of recorded Kentucky Books
- At least forty new titles will be recorded by KTBL staff or volunteers
- Talking book libraries will add at least 400 new patrons to the service.
- At least 15% of patrons will take advantage of the ability to download books 24/7 from the BARD website.

### **Key Project Outcome Targets**

- At least 80% of patrons surveyed will rate KTBL service as very good or excellent.
- The talking book program will improve the quality of life for patrons, as evidenced by anecdotal information reported in surveys and collected by librarians.
- Registered talking book users will check out an average of twice as many materials per person as registered public library cardholders.

### **Project Documentation and Reporting**

Usage statistics for the talking book program will be compared with per capita statistics of general public library users as reported in the Statistical Report of Kentucky Public Libraries. KTBL will survey patrons about their satisfaction with the program. Staff will collect anecdotal information about how the service has impacted patron's lives. The project monitor will submit a final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$124,097**

**Project #:** 3C

**Project Title:** Children and Young Adult Programs Support

**KDLA Project Monitor:** Heather Dieffenbach

**Needs Assessment:** 2010 Widening Circles Conference – Focus Group

**Secondary Needs Assessment:** 2010 Training Needs Survey

**Number of Persons To Be Served:** 325

**KDLA Based** ☒    **Type of Libraries to be Served:** Public                      **Subgrant** ☐

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 3: Library programming and services

**IMLS Primary Performance Category**

Strengthen families and children

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Adults, children, young adults, and teens

Library staff and volunteers

**Primary Services**

Education related services for children and teens

Information access and services

Literacy programs

**Start Date:** 10/01/11

**End Date:** 09/30/12

### **Project Purpose**

To assist library personnel in developing library services for children and young adults, and to help family groups discover the pleasures of reading together, discussing books, and using their public libraries as a resource.

### **Needs Assessment**

Numerous studies indicate that children tend to become good readers if they grow up in environments where books and reading are significant parts of daily family life. One such study was the 1991 Carnegie Foundation report, *Ready to Learn, A Mandate for the Nation* which showed, 35% of children in the United States enter public schools with such low levels of skills and motivation that are needed as starting points in our current educational system that they are at substantial risk for early academic difficulties. The National Assessment of Education Progress has documented substantial differences in the reading and writing ability of children as a function of the economic level of their parents.

Over 200,000 Kentucky children live in families with incomes below the federal poverty threshold. Often these children are in homes where reading is not a priority. Kentucky's at-risk children need multigenerational strategies to help them become strong, independent readers and to encourage their acceptance of reading as a necessary skill, a lifelong activity, and a pleasure. Many parents of these children will also benefit from these strategies. The relationship between the skills with which children enter school and their later academic performance is strikingly stable. Research has shown that there is a 90% probability that a child will remain a poor reader at the end of the fourth grade if the child is a poor reader at the end of the first grade.

In 2003, the Public Library Association (PLA) and the Association for Library Services to Children (ALSC) formed a partnership to conduct a study of the impact of using research-based early literacy practices in public library programs for parents and caregivers. Results of the study indicated that parents of children 0-23 months increased weekly book sharing by 16%, daily book sharing by 24.5%, and increased library use by 22.4%. This initiative established the Every Child Ready to Read program as a best-practices model for libraries across the country.

Kentucky's public libraries need centralized support to provide developmentally appropriate, high quality public library collections and services for children from birth through age eighteen. A survey completed at the 2010 Widening Circles Conference indicated a need for early literacy training to help librarians relate these concepts to parents. Public librarians who responded to the

2010 Librarian Training Needs Survey indicated their need for training and support in the areas of literature, programming, and services for children and teens.

The Statistical Report of Kentucky Public Libraries documents summer reading participation the highest of all programs in Kentucky for children from birth through age eighteen. In 2010, 132,195 individuals registered for summer reading. Children's and youth services librarians continue to need skills, strategies, and programs designed to reach greater numbers of potential library users.

### **Proposed Activities to Address Identified Need**

KDLA will employ a consultant specializing in services for children from birth through eighteen years of age. The consultant will:

- Provide training and consultation for individual librarians, regional children's services cooperatives, and professional organizations
- Create and market kits to support book discussion groups and library programming initiatives for young children and teens
- Seek relationships and partnerships with organizations concerned with children and teens, literacy promotion, and public library service
- Coordinate statewide Summer Reading program development and represent Kentucky in the Collaborative Summer Library Program
- Coordinate statewide in Every Child Ready to Read program training to support librarians in using literacy best practices and hosting parent workshops
- Monitor federal competitive and non-competitive subgrants to improve public library services for children and teens

### **Outcome**

Children and young adults, and their families and caregivers, will have greater access to quality collections and developmentally-appropriate public library services. Summer Reading programs will stimulate literacy growth across the state. Every Child Ready to Read participants will obtain a greater awareness of the importance of sharing book with young children and learn best practices of book sharing.

### **Key Project Output Targets**

- At least 170 librarians will attend summer reading workshops
- The consultant will organize at least twelve online training sessions for library staff working with children's programs
- At least 95% of public libraries will sponsor summer reading programs, and at least 50% of those will register greater numbers of participants than in federal year 2011
- At least five new books kits for discussion groups will be created, and each kit will be checked out at least four times per year
- Relationships will be developed and maintained with at least six organizations concerned with supporting reading or promoting public library services for children and young adults

### **Key Project Outcome Targets**

- At least 50% of librarians will report positive participant responses to their new programs.
- At least 50% of librarians will report they believe there has been an increase in reading among children and teens who use their libraries as compared to federal year 2011
- At least 50% of librarians will report they believe their 2012 programs were more developmentally appropriate than in federal year 2011
- At least 50% of librarians will report offering a greater number of programs for children from birth through age eighteen than in federal year 2011
- At least 50% of librarians will report relatively stable or improved attendance at their programs as compared to federal year 2011

### **Project Documentation and Reporting**

The Statistical Report of Kentucky Public Libraries will be used to compare attendance of library programs for children from birth through age eighteen in federal years 2011 and 2012. Librarians will be surveyed to measure project outcomes. Regional librarians will provide informal appraisals of the impact of program promotions, training, and exhibits at libraries in their respective regions. Evaluation forms will be used to determine the effectiveness and additional needs of librarian training. The Kentucky Humanities Council will submit quarterly and final status reports on project activities. The project monitor will submit a final project status report.

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$120,000**

**Project #:** 3C-A

**Project Title:** Preventing Summer Reading Loss - Fueling the Mind

**KDLA Project Monitor:** Heather Dieffenbach

**Needs Assessment:** 2010 Widening Circles Conference – Focus Group

**Secondary Needs Assessment:** 2010 Training Needs Survey

**Number of Persons To Be Served:** 30,000

**KDLA Based** ☒ **Type of Libraries to be Served:** Public **Subgrant** ☐

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 3: Library programming and services

**IMLS Primary Performance Category**

Strengthen families and children

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Adults, children, young adults, and teens

Library staff and volunteers

**Primary Services**

Education related services for children and teens

Information access and services

Literacy programs

**Start Date:** 10/01/11

**End Date:** 09/30/12

### **Project Purpose**

Through a partnership between the Kentucky Department for Libraries and Archives (KDLA) and the Kentucky Department of Education (KDE), public libraries and local partners, the Preventing Summer Reading Loss – Fueling the Mind project enables libraries to expand their traditional summer reading programs into new areas targeting at-risk children and families being served by KDE's Summer Food Service. KDLA provides programming and staff support for literacy services using LSTA funding and KDE's Summer Food Service Program provides meals to keep school-aged children and those younger, reading and learning all summer.

### **Needs Assessment**

705,262 students or 55% of students in Kentucky qualify for free or reduced fee food at school. KDE reports that only 13% of those children receive food during the summer. Additionally, school calendars are required to anticipate closures due to inclement weather. With the mild winter, many schools dismissed four to six weeks early. Subsequently, children would not only be hungry for food for their minds, but also their bodies.

### **Proposed Activities to Address Identified Need**

Non-competitive grants will be provided to libraries to expand their Summer Reading Programs. Project funds will be used for full- and part-time staff, programming, movie license subscriptions, travel reimbursement, cleaning services, additional trash pickup, and supplies.

### **Outcome**

The collaborative project between KDLA and KDE and the library and local school district will address a need that will help improve the daily lives of children and families. The learning gap generally experienced during the summer will decrease through the expanding summer reading opportunity through the provision of food and quality programming Monday through Friday in a safe, comfortable environment.

### **Key Project Output Targets**

- At least ten libraries will participate in the Preventing Summer Reading Loss – Fueling the Mind grant project
- At least ten libraries will expand their summer reading programs by one week
- At least five libraries will increase the number of programs by audience by five
- At least five libraries will add staff to help deploy and manage the grant project

### **Key Project Outcome Targets**

- At least 50% of libraries will report positive participant responses to their expanded summer reading program
- At least 50% of libraries will report they believe there has been an increase in reading among children and teens based on observation and caregiver feedback
- At least 50% of libraries will report positive feedback from the community and partners

### **Project Documentation and Reporting**

Grant recipients will submit quarterly and final status reports on project activities. The project monitor will submit a final project status report.



**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$20,000**

**Project #:** 3C-B

**Project Title:** Prime Time Family Reading Time ®

**KDLA Project Monitor:** Heather Dieffenbach

**Needs Assessment:** 2010 Widening Circles Conference – Focus Group

**Secondary Needs Assessment:** 2010 Training Needs Survey

**Number of Persons To Be Served:** 2,000

**KDLA Based** ☒    **Type of Libraries to be Served:** Public                      **Subgrant** ☐

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 3: Library programming and services

**IMLS Primary Performance Category**

Strengthen families and children

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Adults, children, young adults, and teens

Library staff and volunteers

**Primary Services**

Education related services for children and teens

Information access and services

Literacy programs

**Start Date:** 10/01/11

**End Date:** 09/30/12

### **Project Purpose**

To help family groups discover the pleasures of reading together, discussing books, and using their public libraries through participation in Prime Time Family Reading Time® programs.

### **Needs Assessment**

Numerous studies indicate that children tend to become good readers if they grow up in environments where books and reading are significant parts of daily family life. Over 200,000 Kentucky children live in families with incomes below the federal poverty threshold. Often these children are in homes where reading is not a priority. Kentucky's at risk children need multigenerational strategies to help them become strong, independent readers, and to encourage their acceptance of reading as a necessary skill, a lifelong activity, and a pleasure. Many parents of these children would also benefit from these strategies.

Evaluation statistics of all Kentucky Prime Time programs since 2002 have been collected. Most participating libraries have documented success with participating families. A large number of Prime Time Family Reading Time® libraries have requested the opportunity to participate in future programs because of the demand from participating families and because the librarians want to extend the experience to other families in their communities. The need exists to make this proven book discussion program available to as many Kentucky libraries as possible.

### **Proposed Activities to Address Identified Need**

Prime Time Family Reading Time® is a unique, intergenerational, six-week program of reading and discussion held in public libraries. Developed and sponsored by the Louisiana Endowment for the Humanities, the program features award-winning children's picture books that stimulate discussion about themes and problems encountered in everyday life. Each discussion is led by a storyteller and a humanities scholar. Prime Time Family Reading Time® is designed for at risk children aged six to ten along with their parents.

A noncompetitive grant will be awarded to the Kentucky Humanities Council to implement Prime Time Family Reading Time® projects in at least five public libraries. KDLA will work in partnership with the Kentucky Humanities Council to select participant libraries, organize training, make site visits, and evaluate the program.

### **Outcome**

Prime Time Family Reading Time® participants at each selected library will report an increased level of comfort with, and enthusiasm about, reading and discussing books. Participating children will show a marked improvement in their reading skills and their parents will report increased awareness of the materials and services available at their public library.

### **Key Project Output Targets**

- At least four Kentucky public libraries will sponsor Prime Time projects
- Each Prime Time participating library will enroll at least fifteen child/parent pairs (total thirty individuals) in its program
- Each Prime Time participating library will report at least 50% retention of participants based on a comparison of attendance at the first and last Prime Time sessions
- Each Prime Time participating library will register 100% of participants for library cards

### **Key Project Outcome Targets**

- At least 50% of participating parents will report that their Prime Time experience encouraged them to read to their children more often
- At least 50% of participating parents will report that their Prime Time experience improved the way they talk to their children about books
- At least five participants parents will report that their Prime Time experience helped them select more appropriate books for reading with their children
- At least 50% of program participants will return to use public library services at least once within six months after the series of Prime Time programs

### **Project Documentation and Reporting**

The Kentucky Humanities Council will submit quarterly and final status reports on project activities. The project monitor will submit a mid-year and final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$60,297**

**Project #:** 3D

**Project Title:** Adult Programs Support

**KDLA Project Monitor:** Polly Price

**Needs Assessment:** KDLA Strategic Plan

**Secondary Needs Assessment:** 2010 Survey of Public Library Staff

**Number of Persons To Be Served:** 350

**KDLA Based** ☒    **Type of Libraries to be Served:** Public    **Subgrant** ☐

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 3: Library programming and services

**IMLS Primary Performance Category**

Enhance a lifetime of learning opportunities

**IMLS Secondary Performance Category**

Provide access to information, resources, and ideas

**Primary Users**

Adults

Library staff and volunteers

Special needs persons

**Primary Services**

Continuing education for the public

Information access and services

Literacy programs

**Start Date:** 10/01/11

**End Date:** 09/30/12

### **Project Purpose**

To assist library personnel in improving and developing library services for adults.

### **Needs Assessment**

Non-readers are generally not users of library materials or services. Repeated national surveys have shown a strong relationship between education level and library usage. Likewise, there is a strong relationship between the percentage Kentucky's population in rural counties with a high school education and the county's per capita income. The Department for Community Education found a correlation between the per capita income and education attainment of 1,384 counties, including 120 Kentucky counties and 1,264 competitor counties. Two-thirds of Kentucky's counties have 40% or more of their working age populations at the two lowest literacy levels, I and II, not being able to read at all or at very limited/moderate levels, respectively. Ten Kentucky counties have 50% or more of their working age population is at level I and level II literacy. Low literacy levels of parents directly relate to the education of children and youth. Children of parents with low literacy levels are five times more likely to drop out of school. Appropriate programming has been shown to be an effective way to entice low usage adult populations into becoming library users. The vast majority of Kentucky public libraries do not have trained and experienced adult programmers on staff. Librarians need skills, strategies, and programs designed to reach adult library users.

### **Proposed Activities to Address Identified Need**

KDLA will employ a consultant specializing in services for adults. The consultant will:

- Provide training and consultation for individual librarians, adult services cooperatives, and professional organizations on adult programs and services
- Seek relationships and partnerships with organizations concerned with adult services, literacy promotion, and public library service
- Monitor federal competitive and non-competitive subgrants to improve public library services for adults

### **Outcome**

Adults will have greater access to quality collections and appropriate public library services administered by well-trained librarians. The availability of materials and services will generate an increased number of satisfied users.

### **Key Project Output Targets**

- The consultant will provide at least 6 online training sessions for library staff working with adult programs
- At least 50% of public libraries will sponsor adult literacy programs
- Relationships will be developed with four organizations concerned with supporting literacy or promoting public library services for adults
- At least one visit will be made to each library receiving a subgrant

### **Key Project Outcome Targets**

- At least 60% of librarians will report five new adult programs initiated during federal year 2012
- At least 80% of librarians will report positive participant responses to their new programs.

- At least 60% of librarians will report they believe there is an increase in reading among adult patrons for federal year 2011
- At least 80% of librarians will indicate that training received will improve their adult programming

### **Project Documentation and Reporting**

Statistical Report of Kentucky Public Libraries will be used to compare number and type of library programs for adults in 2011 and 2012, including attendance. Librarians will be surveyed to measure project outcomes. Regional librarians will provide informal appraisals of the impact of program promotions, training, and exhibits offered by the adult programs consultant. Evaluation forms will be used to determine the effectiveness and additional needs of librarian training. The project monitor will submit a final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK



**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$80,000**

**Project #:** 3E

**Project Title:** Library Outreach Support

**KDLA Project Monitor:** Terry Manuel

**Needs Assessment:** LSTA Five-Year Plan Evaluation

**Secondary Needs Assessment:** KDLA Strategic Plan

**Number of Persons To Be Served:** 800

**KDLA Based** ☐    **Type of Libraries to be Served:** Public    **Subgrant** ☒

**SUBGRANT INFORMATION**

Library Name: Carter County Public Library

Telephone Number: 606-475-1528

Email: director@cartercountypubliclibrary.info

Library Website Address: http://www.cartercountypubliclibrary.org/index.htm

Library Address: PO Box 1040, 1446 N Street, Hwy 7, Grayson, KY 41143

Project Director: Nellie Jordan

Fax Number: 606-475-1528

Library Name: Ballard County Public Library

Telephone Number: 270-335-5059

Library Address: PO Box 428, Bardwell, KY 42023

Project Director: Sonya Mainord

Email: sonya\_bclpl@yahoo.com

Library Name: Livingston County Public Library

Telephone Number: 270-928-4100

Email: clasher@livingstonco.ky.gov

Library Website Address: http://www.cartercountypubliclibrary.org/index.htm

Library Address: PO Box 70, 321 Court Street, Smithland, KY 42081

Project Director: Chris Lasher

Fax Number: 270-928-4134

Library Name: McLean County Public Library

Telephone Number: 270-278-9184

Library Address: PO Box 188, 116 East 2<sup>nd</sup> Street, Livermore, KY 42352

Project Director: Aimee Newberry

Email: aknewberry@msn.com

**LSTA Purpose**

Services to persons having difficulty using libraries

**State Five-Year Plan**

Goal 3: Library programming and services

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Enhance a lifetime of learning opportunities

**Primary Users**

Adults, Children

Special needs persons

**Primary Services**

information access and services

Mobile and outreach services

**Start Date:** 10/01/11

**End Date:** 09/30/12

### **Project Purpose**

To improve library services in up to four rural counties in need of new or continued support for their library outreach program. The grant will provide start-up funds for a new library service or to extend library services to unserved or underserved groups.

### **Needs Assessment**

Many Kentucky counties are rural, with a diverse and scattered population. Reaching these citizens with quality library services can often be a daunting task. These same counties are often economically disadvantaged, having one central library facility or in some cases no central library facility. Lack of a supporting tax base or other form of revenue greatly reduces the ability of these libraries to undertake expensive branch construction projects that would allow greater access to public library services.

### **Proposed Activities to Address Identified Need**

KDLA will provide a non-competitive outreach service grant to enable a selected county to create or expand public library services through bookmobile outreach. In conjunction with this, KDLA will furnish the library with a loaner bookmobile to provide these services.

### **Outcome**

Citizens in the selected county will experience greatly enhanced access to library services, an increase in educational opportunities, and various other benefits. The bookmobile will carry a mix of best-selling fiction, popular non-fiction, and periodicals; and stock a wide range of materials from easy readers for those just learning to read, to non-fiction materials to assist with research or homework assignments.

### **Key Project Output Targets**

- Bookmobile visits will be at least 75% of the state average of 1.77 visits per capita/year
- Bookmobile service will be at least 75% of the state average of .42 hours per capita/year
- Bookmobile circulation will be at least 75% of the state average of 5.69 per capita/year
- The bookmobile will provide service to the major population centers of the county on at least a bi-weekly basis
- At least 60% of the county will be covered by a bi-weekly bookmobile route

### **Key Project Outcome Targets**

- At least 75% of users surveyed will report an increase in reading due to the availability of library materials
- At least 75% of users surveyed will report an increase in reading/books from preschool children in their care due to the increased availability of library materials
- At least 80% of users surveyed will report that the bookmobile service adequately meets their needs
- At least 75% of users surveyed will report using the bookmobile on a regular basis.
- At least 75% of users surveyed will report their support for continuation of the bookmobile program
- At least 80% of users surveyed will report they have access to library services previously unavailable to them

### **Project Documentation and Reporting**

Grant recipient will submit quarterly and final status reports on project activities. The project monitor will submit a final project status report.

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$206,254**

**Project #: 4A**

**Project Title: Continuing Education for Public Library Staff**

**KDLA Project Monitor: Beth Milburn**

**Needs Assessment: 2009 Training Needs Survey**

**Secondary Needs Assessment: Public Library Services Forums**

**Number of Persons To Be Served: 1,200**

**KDLA Based ☒    Type of Libraries to be Served: Public    Subgrant ☐**

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 4: Continuing education and professional development

**IMLS Primary Performance Category**

Enhance a lifetime of learning opportunities

**IMLS Secondary Performance Category**

Provide tools for the future

**Primary Users**

Library staff and volunteers

**Primary Services**

Staff development, education, and training

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

To provide librarians, library personnel, governing board members, and volunteers with training and continuing education opportunities through LSTA-funded workshops, grants, and conferences.

### **Needs Assessment**

Qualified librarians, trained library staff, and volunteers are needed in order for libraries to meet the needs of their customers. Most libraries do not have discretionary income to provide appropriate opportunities for on-going staff training. 2010 Training Needs Survey of Public Librarians revealed the need for more training in collection development and several other library-related needs. KDLA has a central role in providing training opportunities for these groups. Training and support are essential for developing a public library staff that is focused on continuous improvement of library services.

Kentucky law requires librarians and library staff working with the public to be certified. Job positions dictate the minimum level of certification and formal education as the primary factor. Certification renewal is required every five years and continuing education is the chief source of renewal points.

### **Proposed Activities to Address Identified Need**

KDLA will sponsor a variety of events such as workshops, institutes, and conferences to meet the training needs of librarians, library staff, and volunteers. These events will be offered in several formats, including face-to-face and online. KDLA will employ a statewide continuing education consultant to develop and coordinate these events, supported by an administrative assistant.

Specific training opportunities will be offered for the immediate needs of library personnel. Regional training opportunities will be developed and provided by the continuing education consultant in cooperation with regional librarians. Librarians and library staff may also elect to attend non-KDLA sponsored events or take courses related to their responsibilities. KDLA will also support tuition reimbursement for graduate work in Library Science. The continuing education calendar will be made available on the KDLA website.

- **Graduate Library School Tuition Reimbursement Grants** – Grant funds will be made available for full-time public library employees to pursue library science graduate degrees. Reimbursements will be made after successful completion of classes, submission of final grades, and written report by each student.
- **Grant Writing Series** – A six-month webinar for public librarians whose libraries have not been awarded an LSTA-funded grant from KDLA within the past three years. Participants will attend six, one-hour online sessions covering the grant application process with each session covering a different section of the grant application process.
- **KPLA-KDLA Library Staff Training Events** – The Kentucky Public Library Association (KPLA) and KDLA will partner to present multiple day long training events around the Commonwealth for library support staff. Library staff in non-supervisory positions will have the opportunity to interact with staff from other libraries and participate in relevant training sessions.

- **Library Skills and Services** – Reference skills instruction and information on services and resources are topics that must be frequently revisited. Multiple sessions of these workshops will be offered statewide, including LE@D course offerings provided by the University of North Texas and live, online classes and continuing education courses provided by the University of Wisconsin-Madison.
- **Public Library Institute** – A two-week intensive Institute will be offered for new and existing staff. Topics will include technical and public services, children's and adult services, reference, outreach, audiovisual, and other relevant topics.

### **Outcome**

Quality library programs and services will be available to Kentucky citizens as a result of the skills and insights gained from training and continuing education opportunities provided to librarians, library staff, trustees, and volunteers.

### **Key Project Output Targets**

- At least 1,200 library personnel will participate in training and continuing education events
- At least twenty public library staff members will receive tuition reimbursement
- The number of visits to the continuing education calendar will increase by 15% over federal year 2011

### **Key Project Outcome Targets**

- At least 80% of library staff participants will relate they gained at least one new skill or enhanced their present skills to help them more effectively serve their library customers.
- At least 80% of library staff will report that the training they have received has helped them provide better service to their library customers
- At least 70% of library staff will report that they were able to make improvements to existing library programs and services as a result of training received.
- At least 60% of library staff will report that new programs and services were started as a result of training received.
- The number of librarians in Kentucky with ALA accredited Master of Library Science degrees will increase over federal year 2010.

### **Project Documentation and Reporting**

Evaluations will be conducted following each event to collect comments on how the information presented helped meet the needs of customers, the extent and practicalities of knowledge gained, and an evaluation of presenter and location. The project monitor will submit a final project status report.

THIS PAGE INTENTIONALLY LEFT BLANK

**LSTA ANNUAL PROGRAM**  
**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**  
**FY 2012**

**Funds Requested: \$38,730**

**Project #: 4B**

**Project Title: Continuing Education for KDLA Staff**

**KDLA Project Monitor: Beth Milburn**

**Needs Assessment: LSTA Five-Year Evaluation**

**Secondary Needs Assessment: KDLA Strategic Plan**

**Number of Persons To Be Served: 75**

**KDLA Based ☒    Type of Libraries to be Served: Public    Subgrant ☐**

**LSTA Purpose**

Services for lifelong learning

**State Five-Year Plan**

Goal 4: Continuing education and professional development

**IMLS Primary Performance Category**

Provide access to information, resources, and ideas

**IMLS Secondary Performance Category**

Provide tools for the future

**Primary Users**

State library staff

**Primary Services**

Staff development, education, and training

**Start Date: 10/01/11**

**End Date: 09/30/12**

### **Project Purpose**

To provide opportunities for training, continuing education, seminars, and higher education to assist KDLA staff in improving their skills and knowledge in order to efficiently and effectively assist end users and libraries in meeting their needs.

### **Needs Assessment**

As the State Library administrative agency, KDLA needs a trained, well-informed, well-prepared, and stable workforce to support and provide library services that customers need and desire. KDLA serves as the central information resource for libraries across Kentucky, state government employees, and citizens.

### **Proposed Activities to Address Identified Need**

Through promotional materials, email notifications, and announcements in meetings, staff will be encouraged to participate in training and continuing education activities. Funds will be allocated for external training instruction, online courses, conferences, seminars, forums, and workshops, including travel expenses. Speakers and facilitators will be obtained to provide programs at the central KDLA office for all employees.

### **Outcome**

KDLA staff will be better equipped to meet customer's needs. Customers will be satisfied with the programs and services provided by KDLA staff.

### **Key Project Output Targets**

- At least 75% of KDLA employees will attend at least two continuing education training sessions.

### **Key Project Outcome Targets**

- At least 60% of surveyed staff will indicate they are better equipped to serve KDLA customers.
- At least 60% of surveyed local library personnel, state employees, citizens will indicate that KDLA staff is knowledgeable and helpful.
- 

### **Project Documentation and Reporting**

Testimonials, interviews, and surveys will be used to determine the impact of training and continuing education on KDLA staff. The project monitor will submit final project status report.



## **LSTA Administration**

The Kentucky Department for Libraries and Archives (KDLA) is the State Library Administrative Agency responsible for the administration of Library Services and Technology Act (LSTA) funds. As such, KDLA will comply with the federal share and maintenance of effort levels described in SEC.223 of the LSTA, and will not use more than 4% of its allotted funds on administrative costs for this program. The LSTA programs and regulations will be administered, supervised, and monitored under this project. Administrative funds will be used to support operational expenses and staff to sufficiently administer the statewide program, State Advisory Council on Libraries activities, and statewide planning.

**The Kentucky Department for Libraries and Archives does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. This publication will be made available in alternative format upon request.**

**This publication is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Kentucky Department for Libraries and Archives.**

THIS PAGE INTENTIONALLY LEFT BLANK

## 2012 Budget Summary

<b>Project #</b>	<b>Project Name</b>	<b>Project Budget</b>
1A	CoSA State Electronic Records Initiative – Phase II	60,000
1B	Kentucky Guide Program	76,889
1C	Digitization Project	10,200
1D	Collection Access and Management	349,760
1E	State Library User Services	406,878
1F	Support for Library Consortia	559,988
2E	Information Technology Infrastructure Support	451,345
3B	Kentucky Talking Book Library	436,445
3C	Children and Young Adult Programs Support	124,097
3C-A	Preventing Summer Reading Loss – Fueling the Mind	120,000
3C-B	Prime Time Family Reading Time®	20,000
3D	Adult Programs Support	60,297
3E	Library Outreach Support	80,000
4A	Continuing Education for Public Library Staff	206,254
4B	Continuing Education for KDLA Staff	38,730
ADM	LSTA Administration	48,988
	<b>Total</b>	<b>\$3,049,871</b>